

INCOMING EXCHANGE STUDENTS' CHECKLIST

Moving In

- Pay for the dormitory for the whole duration of your stay** (62 EUR per month for a shared room and 124 EUR for a single room) at the dormitory administration counter - entrance B;
- Pay one **month's deposit** for your dormitory room (62 EUR per for a shared room and 124 EUR for a single room);
- Inform your Erasmus coordinator (at your home university) about the arrival in Ventspils;
- If needed, ask for a blanket and a pillow (it costs approx. 25 EUR and you pay it once, but we suggest to bring your own sheets and buy the rest while you are here);
- Ask if the room has a fridge, if not, you can rent it for 6.20 EUR a month (if available).

Preparing for the studies

- Visit the International Office (IO) at C211 to get your lecture schedule etc;
- Sign up for Moodle account and university email (make a habit of checking it at least once a day);
- If there are some changes with the chosen courses make amends in the LA During the Mobility.

Finishing the studies

- Return all the borrowed books to the library;
- Have the professors fill in your mark/exam sheet (ask the IO for the template);
- Inform the IO about the departure date;
- Make sure you don't have any printing debts etc.

Moving out

- Clean your room (move the furniture into the initial positions, clean behind the furniture, clean the hall and the bathroom, defrost and clean the fridge);
- Hand in the keys to the dormitory administration counter by entrance B;
- During working hours go to the dormitory administration to get your deposit back;
- Have a safe trip home!